

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE**

THURSDAY, DECEMBER 17, 2009

MINUTES

Present: Tom Callahan (Chair), Phil Barry, Harry Birkenruth, Matt Hart, and Frank Vasington

Staff: Cynthia van Zelm, Lee Cole-Chu

Guests: Howard Kaufman and Steve Maun from LeylandAlliance, and Jim Poole from NorthMarq

1. Call to Order

Chair Tom Callahan called the meeting to order at 3:05 pm.

2. Approval of Minutes from November 19, 2009

The minutes were approved by consensus.

Matt Hart made a motion to go into executive session to review and discuss commercial and financial information provided in confidence by Storrs Center Alliance – CGS 1-200 (6), 1-210(b)(5)(B).

Phil Barry seconded the motion.

The motion was approved unanimously.

3. Executive Session – Review and discussion of commercial and financial information provided in confidence by Storrs Center Alliance

Present: Committee members Mr. Barry, Mr. Birkenruth, Mr. Callahan, Mr. Hart, and Mr. Vasington.

Also Present: Mr. Cole-Chu, Mr. Kaufman, Mr. Maun, Mr. Poole, and Ms. van Zelm

4. Preliminary Review of Budget

The Committee agreed to conduct business with now four Committee members (Mr. Hart left the meeting).

The Committee reviewed the draft Partnership budget for FY2010-2011. Ms. van Zelm said she must submit the budget in the Town financial system by January 6. She said the Partnership could make some changes after that and that she would like to bring the budget to the Partnership Board in February if possible.

Mr. Callahan suggested that salary be monitored over the next month to see how it tracks with what the Town administration is recommending for its employees.

Mr. Birkenruth made a motion to submit the proposed budget to the Town. Mr. Barry seconded the motion. The motion was approved unanimously.

5. Adjourn

The meeting adjourned at 4:50 pm.

Minutes taken by Cynthia van Zelm